

## **Vestry Minutes**

### **March 13, 2008**

The Rector gave opening prayers and the meeting was called to order at 5:00 P.M.

**Members present:** Bill Beene, Tom Varney, Pete Plourd, Andrea Pinard, Fitz Wickham, Chris Fleet, Charlotte Watson, Martha Ann Romoser, Don McNeill.

**Minutes of February 14, 2008 Meeting,** approved as printed.

**Treasurer's Report:** Bill Beene reported that we are again in a financial crunch and it was hoped that February would not be like January. However, that is not the case. We are, for Parish operations, **down** YTD \$19,926.00, Rental Property, **down** \$3, 900.00. We are \$23,800.00 in arrears YTD. This is caused by a couple of things; the first being the \$288,000.00 in pledges made are slow coming in and if you were to average this out on a monthly basis we are behind, for two months, \$13,000.00 from where we should be. Secondly, our expenses are up \$7,000.00, which may be driven by utility costs. This may be due to the filling up of the oil tanks and, hopefully, this cost will decline with the advent of warmer weather.

We are living on borrowed money at this point, the Mustard Seed grant from C-CAP, monies sent in for Jack Landis and others, in order to pay the bills right now. The monies shown on the report listed under First Bank Acct #9301 have not yet been moved over to the Memorials Account and these are the funds that we are using to pay bills. Fitz asked if these funds were available for use. Bill said that we have to have permissions to use these funds, as they are not dedicated to operations. Debbie pointed out that Suzanne and Sharon are working on the Memorial Accounts and that, technically, unless these funds are specified for a particular use, they may be used for whatever purpose is deemed necessary. Should a donation be earmarked for a specific area we cannot use it for another purpose.

Bill said that he would draft something to go out in the e-mail and also to go in the newsletter addressing our financial situation. He would ask the "pledgers" if they could accelerate their giving as much as possible to give us a cash infusion. Bill will hold on re-working the budget until we get some cash in the door and we sell the rectory. Sharon has already started to juggle bills as she did last year.

Discussion continued on the budget and projections, however, the bottom line is that we are running behind and unless we get increased cash flow things may continue in the negative. Chris suggested that we use pictures to show our cash flow problem, as words many times do not have the same impact. Bill said that he would see if he could come up with something along those lines that might be effective. Fitz said many pay by quarter and if that has not happened then they are behind, in fact he mentioned that he was behind.

Bill went on to say that there are very few places to cut the budget as we have salaries and so forth that must be paid. Charlotte suggested that we ask that the pledges for the 1st quarter be paid and stressed that this would be most helpful at this time of financial need. Chris pointed out that a few pay annually while most are by quarter, monthly and even weekly. Fitz said we are going to be like this all year and Bill added that even with the selling of the rectory he sees only \$7,000.00 of income over expenses by years end. Bill again mentioned that he would hold the revised budget until later.

**Rector's Report:** Maundy Thursday - Bishop Jones will be at Calvary for the Renewal of Ordination Vows for the area clergy. Joan Harding is catering the luncheon following the service. Good Friday service will be at 7:30 in the evening and the Community Service will be at Front Royal Presbyterian Church beginning at 12:00 noon.

Easter Sunday services: 8:00 and 10:30 services, both with music. The Choir Breakfast and the Easter egg hunt will take place between services.

The report from the Trustees of the Memorial Funds has been postponed until the April Vestry meeting. Last April we authorized the moving of some funds, which did not get done. Sharon, Suzanne and John are working on that.

Debbie pointed out that we must elect our delegates for Diocesan and Regional Council. The first meeting of the Council is April 1<sup>st</sup>. These are the people that will be representing us at this meeting and next year. Last year, our Delegate was Jorie Martin and the Alternate was Pete Plourd.. Debbie said that she was open to recommendations. Bill said that Pete gave a great report last year, as Jorie was not able to attend the meetings. Bill nominated Pete, if he is willing to serve again this year. Pete accepted, seconded by Charlotte. Nomination approved. Pete nominated Andrea Pinard for Alternate, seconded by Charlotte. Nomination approved.

**Senior Warden:** Don informed us that as of this morning, we were all set to sell the Rectory on Friday March 14, 2008. However, the Building inspector, David Beahm, who was asked a month ago to go to the rectory, flatly refused to do this until the plat on the parking lot was signed. This was done over a week ago. So, he shows up this morning. It now appears that the bathroom on the first floor has to meet handicap requirements, which includes the width of the hallway (which we may be fine with) and enlargement of the bathroom doorway. The bathroom may be a huge problem, but this again is the responsibility of Hospice. However, Hospice has said they need to get a contractor in to look at this to see what it is going to cost. Therefore, settlement has been postponed for another week Friday the 21<sup>st</sup> of March. I don't know if this is going to be a deal killer or not, but if it is we are in deep "do do".

Debbie asked if it was the fixtures as well? It appears that the doorway must be large enough to allow a wheelchair to get in and then room to maneuver the chair around in the bathroom. The tub may have to go, and as Debbie pointed out that if a wall has to be extended toward the kitchen, that will still leave plenty of room in the kitchen.

Don continued with the Settlement costs based on the gross amount of \$310,000.00. The realtor gets 5% or \$15,500.00, Attorney fee for filings: \$750.00, \$295.00 administrative fees, a Currier fee (title) \$30.00. Mr. Foltz, surveyor, submitted his bill for the balance of his costs: \$2,000.00. This brings our closing costs to \$18,822.00. Therefore, we have \$268,000.00 to be paid against our line of credit. We have \$25,000.00 in escrow for the parking lot.

Discussion followed regarding this new development with the sale of the rectory. Fitz suggested that we work with Hospice and try to come to an agreement with them and perhaps split the cost of this construction. We just cannot afford to lose this sale. The consensus of the group is to somehow make this work.

Discussion continues regarding the status of the building when it was used by Northwestern, the schools, and how it was zoned.

Beth Waller has done a fantastic job in trying to close this sale.

**Junior Warden:** Fitz said that he did not have much good news either. Our renter has not paid rent for two months and further he understands that she was in jail somewhere out of state. However, she is now back and is in the process of selling her automobile and will pay us our rent when she sells the car. Fitz said:, “if you believe that, the sun will rise in the West tomorrow morning.” We may have to evict her, but then we have to clean up the place.

Fitz did not think we were up for that right now and therefore, we keep the pressure on her to pay up.

The Red Cross is going to rent the small office for \$300.00 per month beginning April 1, 2008.

There was an oil spill in the basement area and that had to be cleaned up. The oil company did come back and clean up as best they could, but the odor lingered on, so a professional cleaner in Stephens City was called. The cost was \$370.00 and we split the cost with the major renter in our building. (128 North Royal Ave.) Paying \$185.00.

Pete said that he could help if we decide to evict this woman. A five (5) day notice can be used. Fitz said that he has relied on Eric who does a good job. We no longer have a lease with her and therefore it is a day-to-day situation.

Charlotte put forth the following thought: She felt sure that the Community Transitional Housing Organization still had some monies left from a HUD grant that could go to fixing up this apartment, should we elect to evict her. She stated that she did not know how much but would check and get back to us. She also asked if we might be interested in letting Community Transitional Housing work with that apartment. Fitz asked Charlotte if she would please examine this issue; as what we want to do, is to get somebody in there that we can depend on to pay the rent. Charlotte said that the rent now is somewhat higher than what is normally paid, but that the tenants must have a job, they are closely monitored and this would be a steady income for us. Charlotte asked that she be given permission to explore this further and get back to us. CTHP is expanding and the need for additional apartments is needed. Discussion continued.

**Lay Assistant, Communication, Memorials:** No reports

**Stewardship:** Andrea Pinard: Debbie gave a brief report that the committee met on March 6<sup>th</sup>, and that Andrea and Debbie will meet again to review the issues that were discussed on March 6<sup>th</sup>. A second meeting will be scheduled with the full committee. Sharing with us games, such as Deep Water, she is doing a good job of tying in the spiritual with the physical responsibilities.

**Outreach:** Tom said that he had received several thank you notes; one from St Luke, one from St. Thomas Episcopal Church in Columbus Georgia and CTHP for our donations. We have also received requests for donations from African Team Ministries. Their program will be set up for two **Sundays, May 4<sup>th</sup> and May 11<sup>th</sup>**. Also, a request from St Andrews, which has a group that goes out to farms and orchards for things that are left over. Tom is turning this over to Christian Education, as he feels this is good program for the youth to be involved in. Also, CTHP requested a donation, which you can see from the Outreach Disbursement Sheet, that they are listed for such later in the year. Tom discussed this sheet and pointed out that Grace House was a new mission for 2008. He also adjusted some of the numbers for 2008.

Tom pointed out that he dropped United Way off the list for this year, as he felt that when you give to United Way you are using a middleman and the nonprofit actually loses money as opposed to direct donation. Bill asked the question, if we have completed our obligation to

Iglesia Santa Maria? This obligation, he thought was a five year commitment. Debbie said she would have to check with Sharon.

Debbie said that each year we decide what group will get the loose Easter offering. It can be international, or local groups. This needs to be done, so that Libby can get the information in the bulletin so folks know where the offerings will go. For fun how about Calvary or Hospice, they are both in need. Pete said that the scholarship fund really needs funds, if we are going to continue this program. Fitz suggested that we give it to St. Luke this year. Debbie pointed out that they really do need the money. The Vestry was in agreement. The offerings will go to St. Luke Community Clinic.

**Fellowship:** Martha Ann told the group that Jorie Martin will be doing the Choir breakfast with the help of the Vestry. The Vestry needs to get the champagne and orange juice. Vestry to clean up: Bill Romoser, Tom Varney, Bill Beene, Peg Goodyear, Fleming Heegaard and Chris Fleet. Debbie, Chris, Fitz will bring juice, (4 each); Champagne brought by Peg, Tom, Bill and Pete. (3 each). Betty Beene will decorate the tables.

**Long Range/Strategic Planning:** Chris Fleet. No report

**Region 14/Diocese of Virginia:** Meeting April 1<sup>st</sup>: Pete Plourd and Andrea Pinard will attend.

**Old Business:** Sherwin Williams Discount Cards. Will hold this in old business until this matter is resolved.

**New Business:** Tom Varney will attend the planning meeting on April 2, 2008 at 10:30 a.m.

**Refreshments** for next meeting: Bill Beene

**Newsletter:** Martha Ann Romoser

**Sunday review of Vestry Meeting:** Chris Fleet: 8:00, Fitz Wickam: 10:30

**Topics:** Delegates, Pledges, and Evensong.

The next meeting will be **April 10, 2008 at 7:30 P.M.**

There being no further business to come before this board the meeting adjourned at 6:05 P.M.

Respectfully submitted,

Margaret Goodyear

Register: Calvary Episcopal Church